



GENEVA COLLEGE  
Student Success Center (SSC)

**Tutor Request Form**

Name \_\_\_\_\_

Course Code (i.e. MAT 101) \_\_\_\_\_

Geneva ID# \_\_\_\_\_

Professor \_\_\_\_\_

Email Address \_\_\_\_\_

Select your current grade in this course:

A     B     C     D     F

Cell Phone Number \_\_\_\_\_

No grade yet     Do not know

Campus Box Number \_\_\_\_\_

Briefly describe the difficulties you are having

In this class: \_\_\_\_\_

Are you a student athlete?     Yes     No

If so, what sport(s) do you play? \_\_\_\_\_

What year of study are you in?

1<sup>st</sup>     2<sup>nd</sup>     3<sup>rd</sup>     4<sup>th</sup>     5<sup>th</sup>

Major \_\_\_\_\_

Undergraduate students can request a peer tutor at no charge, if available, for up to seven (7) hours per semester. Students MUST be registered in the course for which they request tutoring. All students requesting a tutor will be required to sign a contract agreeing to the following:

**As a tutee**, I acknowledge that I am responsible to:

- **Attend all classes** and take good notes (your tutor is not a substitute for your professor)
- Attend all scheduled tutoring sessions
- Bring books, notes, and returned assignments and tests to each session
- Read assigned chapters and do homework before each session
- Bring questions that come up while studying
- Talk with my professor when I have questions
- Incorporate tutor's suggestions for learning modifications
- Analyze what I know and do not know

Because tutoring cannot be effective without both partners fulfilling their responsibilities, tutees or tutors who have concerns about their partner's willingness to honor the contract should speak with the Tutor Program Coordinator and/or the SSC Director who will facilitate a resolution. **Tutees must commit to a tutoring session with their tutor within five (5) school days from the date their tutor contacts them or their tutor will be reassigned to another tutee.**

**ATTENDANCE POLICY**

I understand that if I cannot keep a scheduled appointment, I must notify my assigned tutor **at least 24 hours** in advance whenever possible. **Any session canceled one (1) hour or less before the scheduled time is counted as a "no-show."** I will be charged a \$15.00 fine for each missed session. If I miss more than two (2) sessions in a semester without notifying my tutor, I may lose my tutoring privileges.

The SSC will notify the tutee of the tutor assignment through campus mail within three (3) working days after receiving the request. The assignment letter will give the tutor's name, phone number and email address. The tutor will contact the tutee within two (2) days to set up a tutoring session. If a tutor is not readily available, the tutee will receive an email regarding the progress of the search.